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From: Nagle, Austin (DPH)
Sent: Wednesday, April 12, 2006 1:36 PM
To: Bird, Ciranna (DPH); Brelsfoard, Samuel (DPH); Caloggero, Dina (DPH); Cheung, Henry (DPH); DiNatale, Margaret (DPH); Foley, Joan (DPH); Greer, Garry (DPH); Han, Linda (DPH); Janakiraman, Viji (DPH); Konomi, Raimond (DPH); Kopec, Leo (DPH); Madigan, Phyllis (DPH); Narasimhaswamy, Vasudha (DPH); Nassif, Julianne (DPH); Nawn, Kathleen (DPH); Pettie, Jai (DPH); Pribeck, Kristen (DPH); Ridley, Stephen (DPH); Sloutsky, Alex (DPH); Smole, Sandra (DPH); Stinson, Cynthia (DPH); Tisei, Nancy (DPH); Walsh, Paul (DPH)
Subject: Early Timelogs

All -

This weeks time cards are due tomorrow morning by 10:30 a.m.

Please take the time today to complete your time card for the rest of the week.

Thanks,

Austin

From: Cormier, Carol (EHS)
Sent: Wednesday, April 12, 2006 12:16 PM
To: Borne, Alan (DPH); Borne, Deborah (DPH); Fausett, Gary (DPH); Jacobsen, Patricia (DPH); Jankauskas, Paul (DPH); Nagle, Austin (DPH); Nassif, Julianne (DPH); Nawn, Kathleen (DPH); Peppe, Joseph (DPH); Pribeck, Kristen (DPH); Ridley, Stephen (DPH); Salem, Sharon (DPH); Salemi, Charles (DPH); Saunders, Della (DPH); Stevenson, Allan (DPH); Walsh, Paul (DPH); Beck, Ann (DPH); Cochran, Jennifer (DPH); Dooley, Jacqueline (DPH); Hernandez, Rosa (DPH); Izzi, Marcia (DPH); Lancto, Denise (DPH); McGeown, Catherine (DPH); Morrison, Robert (DPH); Shirley, Jean (DPH); Som, Sunna (DPH)
Cc: DPH-DL - MHS-Payroll/HR
Subject: Early Timelogs

Hi all,

Due to the Monday Holiday the timelogs will be due tomorrow. Please fax your timelog to Canton (781-830-8361) by 10:30 a.m. After you fax your log please drop off the original in the box outside my office.

If you have any changes after you fax the log please email then to Canton on Friday. Please note any changes made after Friday will not be reflected in the paycheck that staff receive on Friday, April 21, 2006.

I am considering changing the system so that in the future we fax logs to Canton on Fridays instead of having Paul or one of his staff drive out to Canton each week. Please email tomorrow after you fax to let me know if you have any problems or issues. Thanks as always for your assistance.

Carol